

**THIS YEAR, WE WILL CONTINUE TO LIMIT MEETINGS, INCLUDING PHONE MEETINGS, TO 3 DAYS A WEEK. THOSE DAYS WILL BE WEDNESDAY, THURSDAY, AND SATURDAY. If you want a face-to-face meeting, I would advise booking it during the next 4 weeks to ensure that time is blocked off for you. Evening meetings will continue to be available on those days, but perhaps not all Saturdays. We are continuing structured parameters regarding arranging meetings via email, as I believe it wastes more time than doing it on the telephone. If you want to request a meeting by email, please email me 3-4 dates and times you would like. In general, meetings are not available before 11:30 AM, so you should include some afternoon or evening times. If you strongly desire an earlier time, please call on the phone to book. I will do my best to respond within 24 hours and give you a time. Emails requesting meetings without at least 3 suggested times will be disregarded. Once I give you the time, it will be booked and no further communication will be necessary. Please keep the times you suggest available for 48 hours after sending me the email. Email requests for changes of the initially requested times will incur billable time if I have responded within 48 hours. If you wish to reschedule at a later date it must be done by phone. This paragraph is duplicated verbatim in the cover letter and this fact sheet, so hopefully the message will be received by all.**